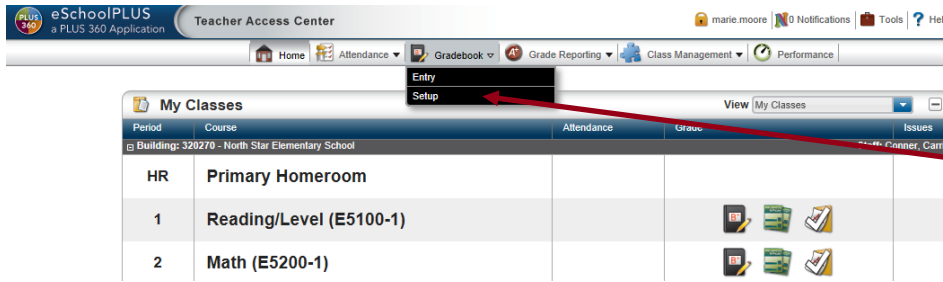


eSchoolPlus Teacher Access Center Elementary Gradebook QuickTips

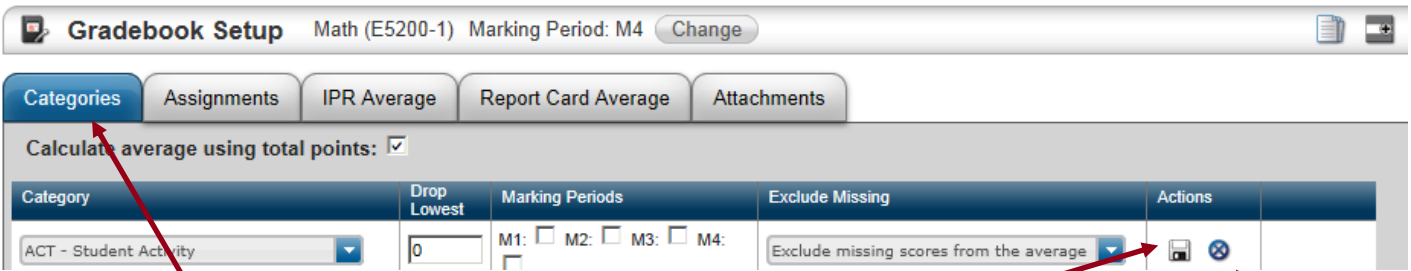


Log into eSchoolPlus Teacher Access Center.

To Setup your Gradebook you must click on the **Gradebook** drop down and then click **Setup**.

Step 1

Categories



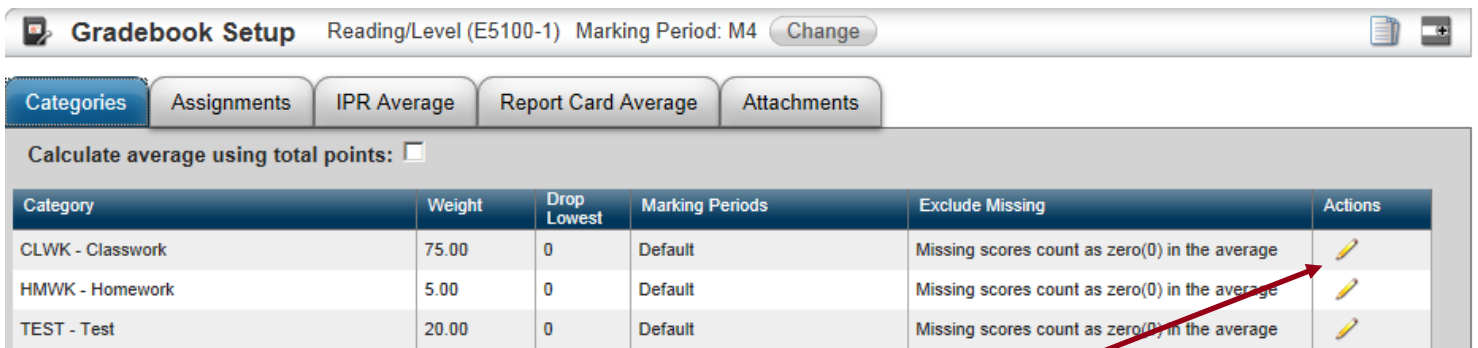
Click on the **Categories Tab**. As you see no Categories have been set up. After selecting your categories you will be able to start entering your Assignments.

Click **Submit** after you enter your options for that category.

Click **Cancel** if you don't want that category.

Step 2

*Note: You **do not** have to select the Marking Periods, when you save the category it will default to all 4. If you do want a category to only pertain to one marking period then you must select the box.*



After entering the categories, if you want to edit them click on the pencil.

Please see next page for additional information.

Have a question?
Call the DSC Help Desk
at: (302) 504-7222

Assignments

Gradebook Setup Reading/Level (E5100-1) Marking Period: M1 Change

Categories Assignments IPR Average Report Card Average Attachments







Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	Files	Cannot Drop	Publish	Actions
		ACT - Student Activi		Not Extra C	<input checked="" type="checkbox"/>	0.00	1.00		<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>

- Click on the **Assignments Tab**
- Complete the form for each assignment.
- Click the **Publish** icon once to publish the assignment and twice to also publish the score.
- Click the **Save** icon when done.
- Click on the **New Assignment** icon to enter another assignment.

Step
3

Gradebook Setup Reading/Level (E5100-1) Marking Period: M4 Change

Categories Assignments IPR Average Report Card Average Attachments

Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	Files	Cannot Drop	Publish	Actions
05/20/2014	05/20/2014	CLWK - Classwork	Storyworks non-fiction story with comprehension questions and vocabulary	Not Extra Credit	<input checked="" type="checkbox"/>	20.00	1.00		<input type="checkbox"/>		
05/05/2014	05/09/2014	HMWK - Homework	Causes of Civil War, She Tells Me poem, DCAS prep, Scott Foresman reading questions	Not Extra Credit	<input checked="" type="checkbox"/>	8.00	1.00		<input type="checkbox"/>		

Once the assignment has been saved, a **Folder** icon appears allowing you to upload documents to the assignment.

Note: The Publish icon will appear differently depending on what you have selected to publish. A clear icon indicates neither the assignment or scores are being published. When the assignment is published but not the scores, half of the icon will be green. When both the assignment and scores have been publish, the icon will be solid green.

If you would like to copy this assignment to other classes, click the **Copy** icon.

Please see next page for additional information.

Enter Scores

Teacher Access Center

Home Attendance Gradebook Grade Reporting Class Management Performance

My Classes

Period	Course	Attendance	Grade	Issues
HR	Primary Homeroom			
1	Reading/Level (E5100-1)			
2	Math (E5200-1)			

To enter Scores for the assignments, click on the **Gradebook** drop down and click **Entry**.

OR

You can click on the **Book** icon next to the course you want to enter scores for.

Gradebook Aide 1st (9990-55), MP: M4

All Categories

#	Name	Alerts	Grade	Average (0.00)	Quiz	Test
1					100.00	100.00

Enter the score in the score field.

Gradebook

Gradebook Math (E5200-1), MP: M4

All Categories

#	Name	Alerts	Grade	Average (88.39)	Summative assessment ...	Volume and exponents h...	Volume handout	Order of operations, ...	Volume and Order of Ope...	Matching Shapes (may...	DE Dept. of Education P...	Review problems fro...
1			B	86.30	33.00	8.00	11.00	6.00	13.00	17.00	19.00	14.00
2			A	90.77	31.00	10.00	11.00	5.00	20.00	17.00	17.00	16.50

Under the **All Categories** drop down box you have options which allow you to pick what assignments by Category you would like to see displayed.

Click on the **Change** button to change to another course.

The **Action** drop down provides access to various Gradebook reports. Please see separate QuickTips for details on each action.

Additional Icons:

The Icons to the right of Action perform the following:

Show/Hide Withdrawn Students

The **Indicator/Exclamation Point:**

- Show Dropped Scores
- Score Exceeds Assignment Points
- Student Was Absent This Day
- Scores With Comments

Settings

Save

Add Assignment

Add Assignment From Gradebook

eSchoolPLUS a PLUS 360 Application **Teacher Access Center** marie.moore 0 Notifications Tools ? Help

Home Attendance Gradebook Grade Reporting Class Management Performance

Gradebook Math (E5200-1), MP: M4 Change Action

All Categories

#	Name	Alerts	Grade	Average (88.39)	Summative assessment 4/15/2014 33.00	Volume and exponents h... 4/17/2014 10.00	Volume handout 4/17/2014 11.00	Order of operations, ... 5/2/2014 6.00	Volume and Order of Ope... 5/2/2014 20.00	Matching Shapes (may... 5/9/2014 19.00	DE Dept of Education P... 5/20/2014 2.00	Review problems fro... 5/21/2014 18.00
1			B	86.30	33.00	8.00	11.00	6.00	13.00	17.00	19.00	14.00
2			A	90.77	31.00	10.00	11.00	5.00	20.00	17.00	17.00	16.50

Assignment Details Close

Title*

Date Assigned

Due Date*

Description

Category* FORAS - Formative Assessment

Rubrics/Competencies

Points*

Weight*

Extra Credit

Publish

Cannot Be Dropped

Attachments

When you click on the Icon for **Add Assignment**, the following screen will appear. This allows you to stay in your Gradebook and add an assignment.

Enter the information for the assignment
Click the **Save** button.

Note: You can also view an existing assignment by clicking on the colored title at the top of the column. This same screen will come up with the information for that assignment.

Enter a Comment for a Student

Enter Comment Close

StudentId

Student Name

Assignment TEST: Theme

Due Date 05/29/2014

Comment Code

Enter Comment

Publish

- Click on the student's score
- Click on the **Action** drop down
- Click on **Enter Comment**
- Enter the information
- Click on **Publish** check box (if desired)
- Click the **Save** button

Important: The comments do not have a spell-check feature.

Please see next page for additional information.

Enter Alpha Marks

Gradebook Reading/Level (E5100-1), MP: M4 Change

All Categories ▼

Wreck of the Titanic grap...
4/29/2014
16.00

Common Core Reading Pac...
5/2/2014
8.00

Wreck of the Titanic (voc...
5/2/2014
25.00

Comprehe test
5/7/2014
28.00

#	Name	Alerts	Grade	Average (88.62)	14.67	7.56	22.20	23.81
1			A	90.12		8.00	22.50	24.00
2			A	91.30				
3			A	96.25				
4			B	87.47				
5			B	80.58				
6			A	90.43				
7			A	93.70				
8			A	91.00				
9			B	82.30				
10			A	94.12				

Mark	Description	Percent
ABS	Excused Absence	50.00%
EXC	Excused	Excluded
ILL	Longterm Illness	Excluded
MIS	Missing	50.00%
OTH	Other Excused Reason	50.00%
OUT	Outside Agency	Excluded
SUS	Suspension	50.00%

- Double click on the **Score** field; the box opens up and the **Alpha Marks** appear
- Click once on the desired Alpha Mark

As per District Elementary Grading Policy:

- Eliminate the use of zeroes in grading. The lowest possible grade a student could earn would be a 50.**
- In fourth and fifth grade, homework should account for no more than 5% of the student's total grade in any one content area.**